



North Carolina
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Help! How Do I Manage All These Moving Parts?

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Using Zoom

 raise hand  yes  no  go slower  go faster  more



 Mute  Stop Video

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Leave Meeting



Objectives

- Explore critical program management tasks and discuss challenges.
- Identify the management plans you need to have in place.
- Discover free professional learning and tools to build your program management knowledge and skills.





Benefits of Better Management



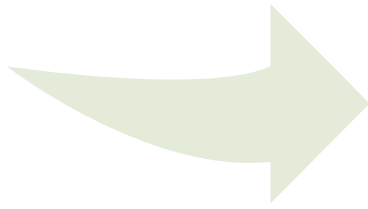
Organize



Understand



Apply



Define



Report



Manage



What is a Project?



Product



Service



Result



What is Project Management?

The application of *knowledge, skills, tools and techniques* to project activities to meet project requirements.



21st CCLC Projects



Operate for 3-
5 Years



Sustain
Indefinitely



Process Groups



Program Planning Checklist

Use this checklist to document each step of your planning process. It will help you record ideas and track planning as you manage your 21st CCLC program.

Table of Contents

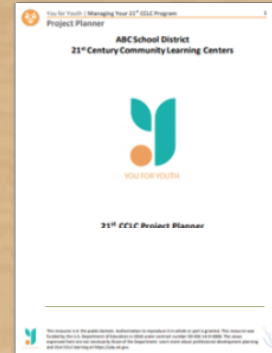
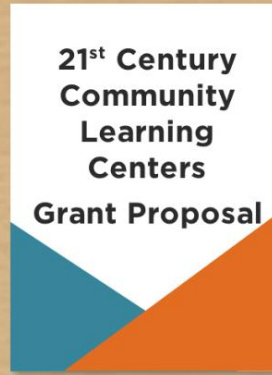
Critical Task 1: Know Your Grant and the Requirements.....	3
Critical Task 2: Identify Your Stakeholders.....	6
Critical Task 3: Define Your Program.....	7
Critical Task 4: Create a Project Plan.....	10
Critical Task 5: Develop Your Fiscal Plan.....	11
Critical Task 6: Develop Your Data Management Plan.....	13
Critical Task 7: Develop Your Human Resources Plan.....	15
Critical Task 8: Develop Your Intentional Activity Design Plan.....	18
Critical Task 9: Develop Your Student Recruitment Plan.....	20
Critical Task 10: Develop Your Communications and Outreach Plan.....	22
Critical Task 11: Develop Your Quality Assurance Plan.....	25
Critical Task 12: Continue Your Program.....	28



Helpful Tools

- Program Planning Checklist
- Project Management Graphic Organizer
- Project/Program Planner

Managing Your 21st CCLC Program: Planning Checklist





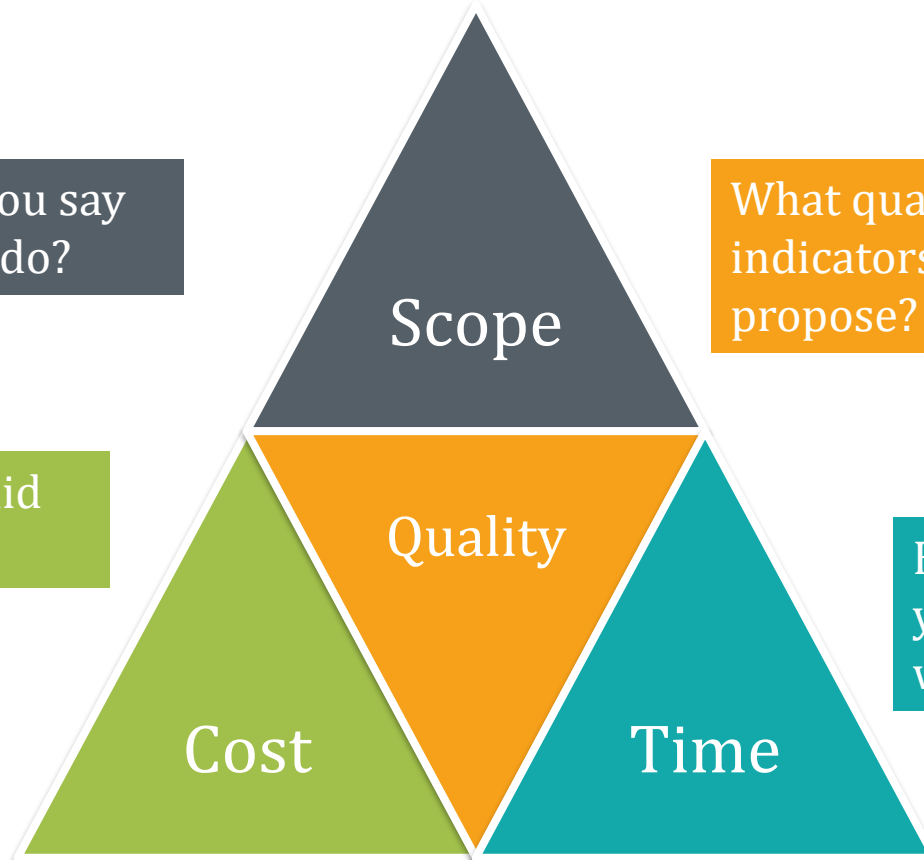
Critical Task 1: Know Your Grant

What did you say
you would do?

What quality
indicators did you
propose?

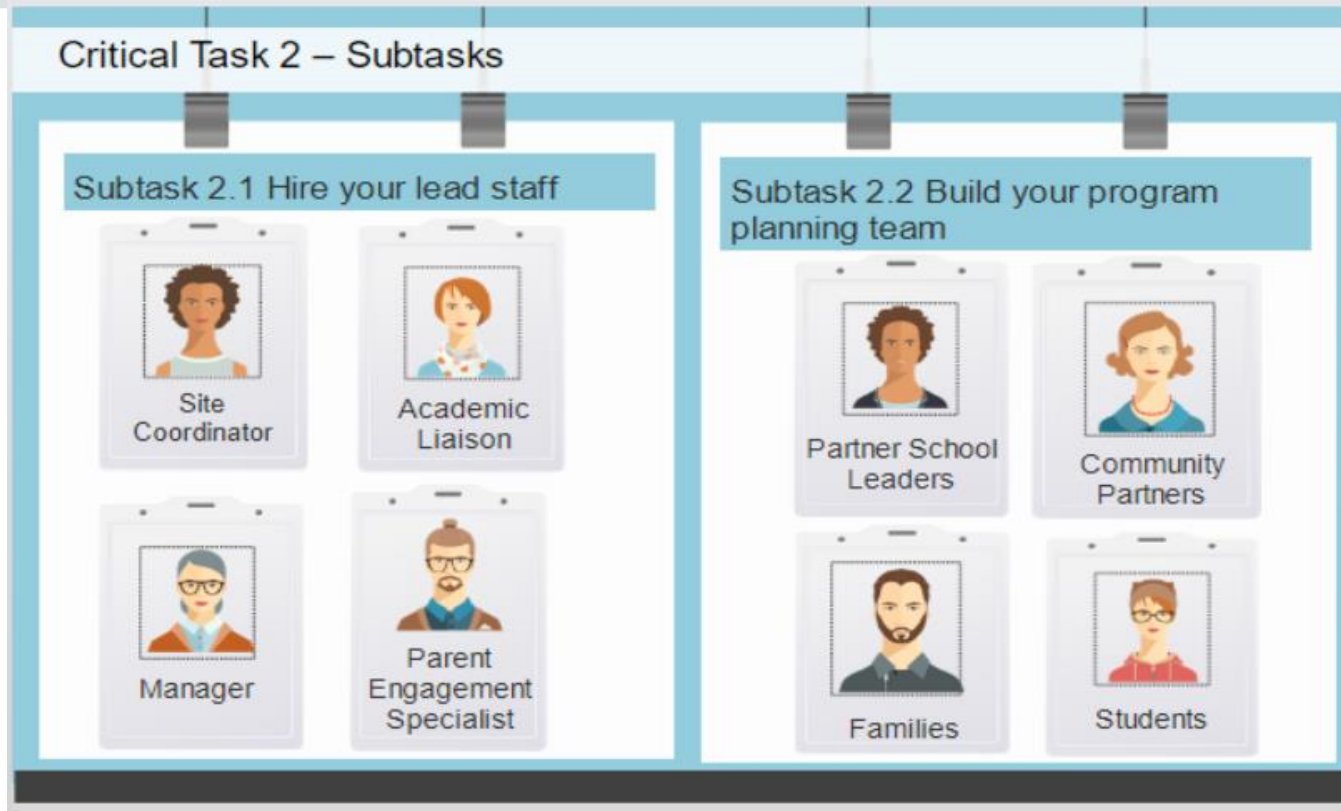
What budget did
you propose?

How much time do
you have to do the
work?





Critical Task 2: Identify Stakeholders

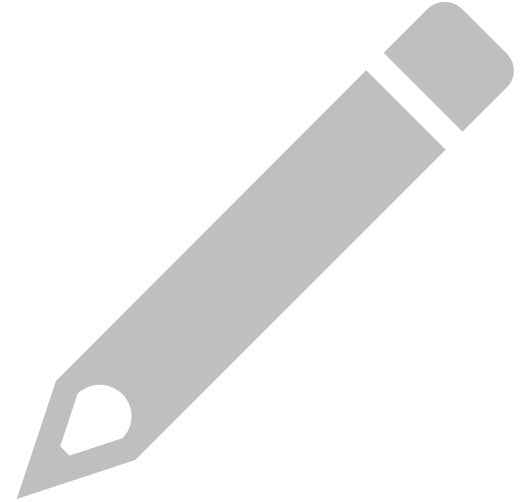




CT 3: Define Your Program

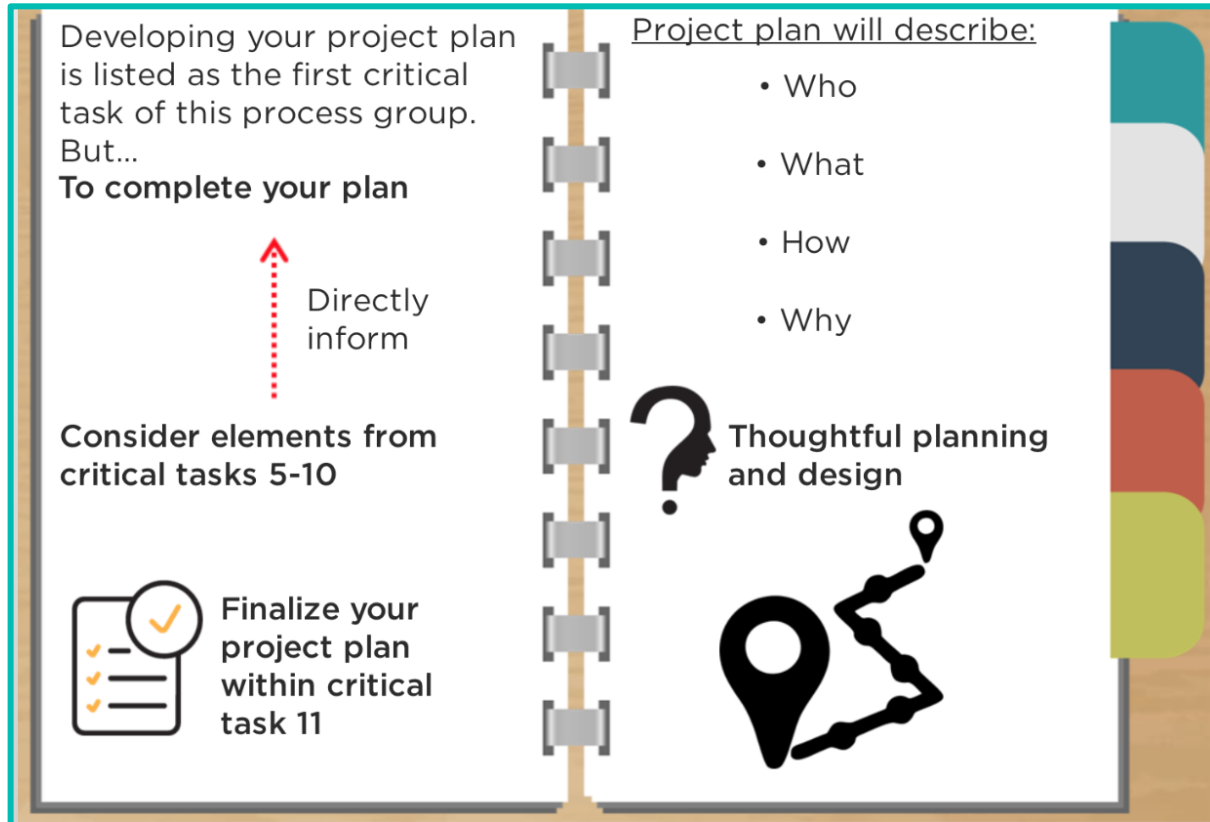


- Review data:
 - school level
 - student level
 - student voice
- Write needs assessment statements
- Write program SMART goals





Critical Task 4: Develop Your Project Plan



Questions to Guide Planning



Check the questions you would want to see answered in your plan.

☐ What sites are included in my program?

☐ When is my program open?

☐ What grade levels does my program serve?

☐ How much money will be spent on programming?

☐ How will my program meet the needs of students and families?

☐ How will my program demonstrate performance?

☐ Who is eligible to attend the program?

☐ How will my program staff manage stakeholder satisfaction?

☐ How can I illustrate the big picture of my program to stakeholders?

☐ What risks exist for my project and how can they be mitigated?



Critical Tasks 5-11: Management Plans



Your project plan should include these elements:

- Fiscal Management Plan
- Data Management Plan
- Human Resources Management Plan
- Intentional Activity Design Plan
- Student Recruitment Plan
- Communications and Outreach Plan
- Quality Assurance Plan



Fiscal Plan



- Fiscal management.



- Little experience in managing a budget.



- Don't have authority or control of the budget.



Subtask 5.1: Launch the Budget



**Category 100:
Personnel**



**Category 200:
Contractual**



**Category 300:
Supplies**



**Category 400:
Transportation**



**Category 500:
Capital Outlay**



**Category 600:
Indirect Costs**



Subtask 5.2: Develop Your Sustainability Plan

Sustainability Plan: describes your strategy for continuing your program after your 21st CCLC funding ends.



Develop Your Sustainability Plan

Start early

Identify existing sources of support

Engage stakeholders

Tell your story

Make connections



Creating Your Sustainability Plan

Use this tool to create your comprehensive sustainability plan. Ideally, planning will begin as you write your initial grant proposal, but wherever you are in the grant cycle, it is time to plan for sustainability. By carefully examining the resources you have and the ones you will need to continue your program, a sound plan will help to sustain your program beyond the 21st CCLC funding period.

Before you create your plan, identify your program's key elements and the ways in which they contribute to the program's overall strength. Determine which elements are essential, which parts are great but not integral, and which areas you'd like to expand if additional funding is secured. You may find it helpful to use a logic model to do this. Use the Y4Y logic model tool, available at <https://y4y.ed.gov/tools/summer-learning-logic-model>. These questions can help you focus on your program's key elements and essentials.

Key Questions for Initial Sustainability Planning

How many students do you currently serve?

How many family members do you currently serve?

What are your program's vision, mission and goals?

What are the main components of your program?



Creating Your Sustainability Plan



Develop Fiscal Policies and Procedures

Annual Budgets

Expenses

Record Keeping

Procurement

Reporting



Data Management Plan



- Identify your data points



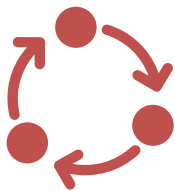
- Develop or secure the tools to collect the data



- Develop policies and procedures for your data plan



Data Collection Policies and Procedures



Describes the data
to be collected

Dates for
collecting data



How data should
be collected



CT 7: Human Resources Plan



You for Youth | Managing Your 21st CCLC Program

1

Human Resourcing Packet

Contents

Support for Hiring, Retaining and Managing Staff	2
Time Certification.....	2
Biannual Time Certification	2
Identifying and Recruiting High-Quality Staff.....	3
Recruiting Staff.....	3
Job Description Template.....	3
Job Description Template (Completed)	4
Sample Job Descriptions.....	5
Program Director	5
Site Coordinator.....	8
Family Engagement Specialist.....	11
Administrative Assistant	13
Lead Site Instructor	15
Site Instructor.....	18
Where to Recruit Quality Staff Members	20
How to Connect With Potential Candidates.....	20
The Interview	21
Site Instructor Interview Question Examples	22
Site Coordinator Interview Question Examples.....	22
Pre-Interview Questionnaire.....	24



Identify Staffing Roles



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3

Human Resourcing Packet

Identifying and Recruiting High-Quality Staff

Research has shown that teacher quality has a large effect on student achievement during the school year, and staff quality during your summer learning program is equally important. To ensure access to a large candidate pool, begin the search process early. Here are examples of tools you can use in the recruitment, application and interview processes.

Recruiting Staff

The first step in recruiting high-quality staff is determining your specific staffing needs and defining who and what you want to meet those needs. If you use certified teachers from your participating school, you may not need a separate job description. Use this template to help you organize your job requirements into a job description.

Job Description Template

Job Title: _____

Availability Requirements: _____

Program

Academic

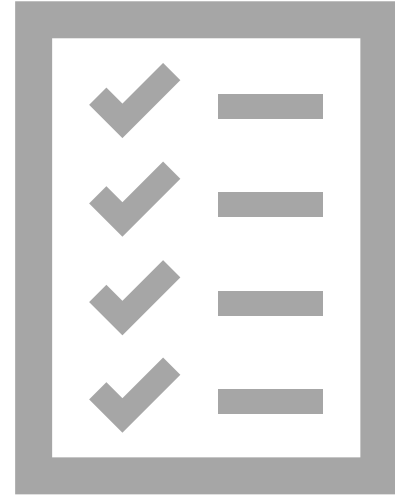
Teacher

Student

Subtask 7.3: Recruit Staff



Do you have any tips or best practices for recruiting staff?





Student Recruitment Plan



Student Recruitment Plan

**Enrollment
Numbers**

**Enrollment
Reports**

**Enrollment
Criteria**

**Family
Enrollment**



Critical Task 10: Communications and Outreach



- Develop an internal communications plan.
- Develop an external communications plan.
- Develop an outreach and marketing plan.

Communications & Outreach



Internal
Communication

External
Communication

Outreach



Quality Assurance Plan

Project Plan

Timeline

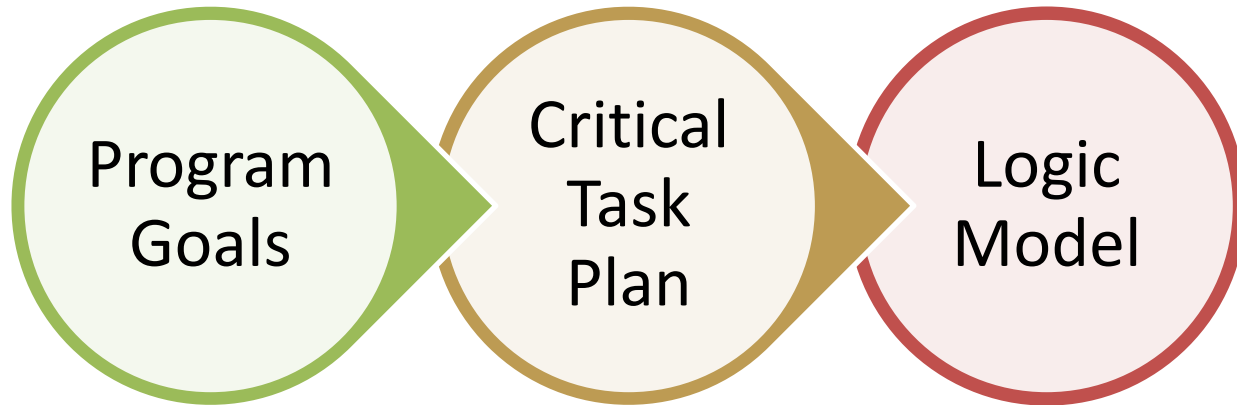
Quality
Assurance Plan

Policy and Procedures
Guidebook

Evaluation Plan



Finalize Your Project Plan





Develop Your Evaluation Plan



Periodic Independent Evaluation



Comprehensive Needs Assessment



Develop Program Goals



Develop Your Evaluation Plan

1. Hire a qualified evaluator.
2. Construct a logic model.
3. Create and use SMART goals.
4. Set up your evaluation questions.
5. Set a plan for measuring.
6. Capture data.
7. Utilize data.



Additional Resources



You for Youth | Managing Your 21st CCLC Program

Project/Program Planner

General Program Information

Program Name: Cycle #

Program

Date:

Operatic

Program

Program

Total nu

Program

Sunday

Monday

Tuesday

Wednes

Thursda



You for Youth | Managing Your 21st CCLC Program

Sample Annual Task Timeline

Annual Tasklist and Timeline				
Month	Date	To Do		
August	15	Complete Managing Your 21 st CCLC course on Y4Y	1	
August	25	Review Needs Assessment and Evaluation Data		
August		Convene stakeholders to make data-driven decisions about upcoming program activities		
August		Set up budget with Accounting Dept. and set up ledger spreadsheets in Budget packet		
August		Attend State Conference		
August		Meet with HR and Accounting to set pay rates, work hours and timesheet submittal		
August		Hire Staff	1	month(s)
August		Develop activities tied to need	1-2	month(s)
August		Develop Campus activity schedules	1	month(s)
August		Develop Fall calendar to show days open and closed and include with enrollment packet	1	week(s)
August		Input activities into tracking system		
August		Purchase supplies	1	week(s)
August		Update/Develop MOU's with Principals	2	week(s)
August		Secure classroom space	1	week(s)

Trainings to Go

- Building a Comprehensive Schedule
- Identifying and Addressing Program Strengths and Weaknesses
- Introduction to Staff Handbook
- Understanding Families and FERPA



Q&A





y4y.ed.gov

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Q&A





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